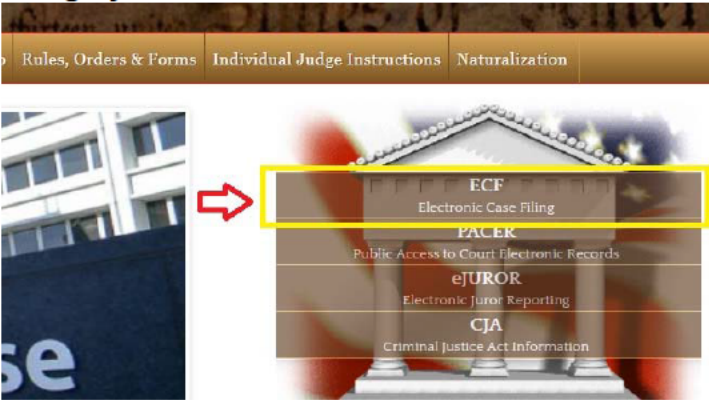





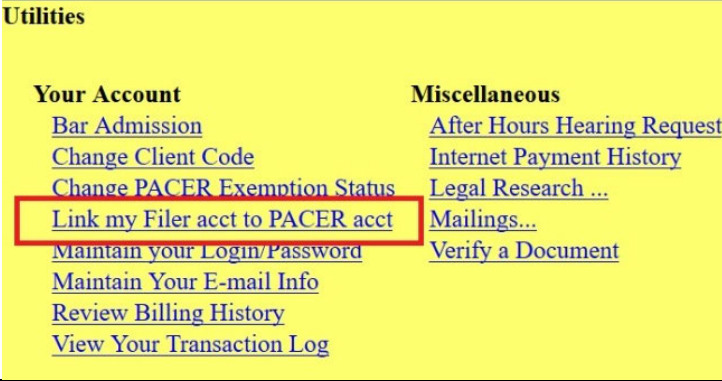
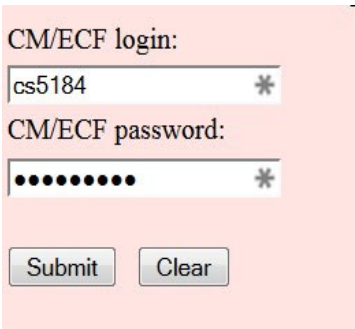

Link PACER to NextGen CM/ECF

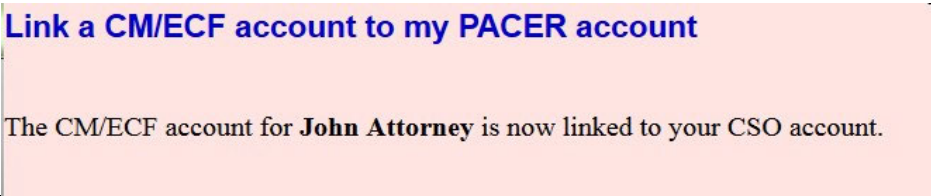

Procedure

NOTE: This process cannot be completed until the Northern District of Georgia has upgraded to NextGen on April 15, 2019.

Prior to filing in, or using, NextGen for the first time you must link your upgraded PACER account to your Northern District of Georgia CM/ECF (filing) account. This is a one-time procedure. After linking your accounts, you will use your PACER account for all filing and viewing access to the court. This is referred to as your Central Sign-On account.

Step	Action
1	<p>Click on the ECF-Electronic Case Filing link on the Northern District of Georgia's website www.gand.uscourts.gov OR https://ecf.gand.uscourts.gov and then click Log in to CM/ECF Document Filing System.</p>  <p> Log in to CM/ECF Document Filing System</p> <hr/> <p>NextGen v1.3 TEST Database</p>
2	<p>You will be taken to the PACER LOGIN page. Log in with your upgraded PACER account (see instructions for Upgrading Your PACER account, if necessary). Enter your Username and Password and select Login.</p> <p>PACER LOGIN</p> <p>Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.</p>  <p>NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.</p>

Step	Action
3	Check the pop-up box acknowledging you are responsible for redaction.
4	Click Utilities on the menu bar 
5	Click Link my Filer acct to PACER acct. 
6	Enter your CM/ECF login and password. This is the court issued account you use for filing documents or viewing documents in criminal cases . If you do not know the information, you must contact the court to have the password reset. <i>Hint: The CM/ECF login is typically your first and last initials followed by the last 4 digits of your Social Security number, e.g. cs5184, OR your first initial and last name e.g. csmith</i> 
7	Click Submit
8	Ensure that the CM/ECF name and PACER names match. Click Submit 

Step	Action
9	<p>You will get a message that the accounts are linked. You will now use your PACER account for electronic filings in the CM/ECF system.</p> 
10	<p>Click on one of the menu items on the menu bar (except Log Out) to update the menu.</p> 
11	<p>The Civil and Criminal (filing) menu items now appear along with the others. This account is now ready for filing documents.</p> 